CITY OF HOUSTON

FINANCE AND ADMINISTRATION - ADMINISTRATION

NATURE AND EXTENT OF SERVICES

The Director's Office of the Finance and Administration Department (F&A) implements and monitors policies, procedures, and other controls regarding financial, administrative, and regulatory and fiduciary affairs of the City of Houston. The costs are allocated as follows:

*   Department Administration - The number of employees assigned to each division is the basis for cost allocation.

DMG/NGCS II   City of Houston, Texas   Detail page   36
06/05/2003   FY 2004 OMB A-87 Cost All.Plan   Schedule   4.002
                                        F&A ADMINISTRATION   FISCAL 2002
                                        Costs to be allocated

	1st Allocation	2nd Allocation	Sub-total	Total
Expenditures per financial statement:	$2,922,268			$2,922,268
Deductions:				
CAPITAL OUTLAY				
Total deductions:				
Allocated additions:				
EQUIPMENT DEPRECIATION	403,942		403,942	
GENERAL CITYWIDE SERVICES	41,384	2,801	44,185	
F&A ADMINISTRATIVE SERVICES		111,816	111,816	
F&A INFORMATION SERVICES		1,552,974	1,552,974	
F&A PURCHASING SERVICES		330,593	330,593	
F&A FINANCIAL SERVICES		8,451	8,451	
AFFIRMATIVE ACTION		3,578	3,578	
MAYOR'S OFFICE - EXECUTIVE		3,590	3,590	
HUMAN RESOURCES		66,270	66,270	
CONTROLLER'S OFFICE		19,008	19,008	
LEGAL DEPT.		70,798	70,798	
BUILDING SERVICES		9,623	9,623	
CONVENTION/ENTERTAIN. RENTAL		149	149	
Total allocated additions:	445,326	2,179,651	2,624,977	2,624,977
Total to be allocated:	$3,367,594	$2,179,651		$5,547,245
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DMG/NGCS II
06/05/2003

City of Houston, Texas
FY 2004 OMB A-87 Cost All.Plan
F&A ADMINISTRATION
Schedule of costs to be
allocated by function

Detail page   37
Schedule   4.003
FISCAL 2002

	Total	General & admn	DEPT. ADMIN	ECONOMIC DEVELO
Wages & benefits				
SALARIES & WAGES	$2,120,140		$1,906,996	$213,144
FRINGE BENEFITS	466,313		414,888	51,425
Other expense and cost				
SUPPLIES	41,719		41,706	13
OTHER CHARGES	294,096		293,371	725
CAPITAL OUTLAY				
Departmental				
Expenditures	2,922,268		2,656,961	265,307
Functional cost	2,922,268		2,656,961	265,307
Additions: 1st				
Others	445,326	445,326		
Reallocate admin		(445,326)	404,896	40,430
Allocable costs	3,367,594		3,061,857	305,737
Unallocated	(305,737)			(305,737)
1st Allocation	3,061,857		3,061,857	
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Additions: 2nd				
Others	2,179,651	2,179,651		
Reallocate admin		(2,179,651)	1,981,765	197,886
Allocable costs	2,179,651		1,981,765	197,886
Unallocated	(197,886)			(197,886)
2nd Allocation	1,981,765		1,981,765	
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City of Houston, Texas

FY 2004 OMB A-87 Cost All.Plan

F&A ADMINISTRATION

Schedule of costs to be

allocated by function

	Total General & admn	DEPT. ADMIN	ECONOMIC DEVELO
Total allocated	$5,043,622	$5,043,622	
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DMG/NGCS II   City of Houston, Texas   Detail page   39
06/05/2003   FY 2004 OMB A-87 Cost All.Plan   Schedule   4.004
                                                F&A ADMINISTRATION   FISCAL 2002
                                                 Detail allocation of
                                                    DEPT. ADMIN

User Department	Allocation Units (A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
F&A ADMIN SVCS	144	32.579	$997,528		$997,528	$645,643	$1,643,171
F&A INFORM. SVCS	134	30.316	928,255		928,255	600,807	1,529,062
F&A PURCHASING S	73	16.518	505,692		505,692	327,305	832,997
F&A FINANCIAL SE	41	9.276	284,018		284,018	183,829	467,847
F&A TAX & REVENE	45	10.180	311,728		311,728	201,763	513,491
INSURANCE MGMT	5	1.131	34,636		34,636	22,418	57,054
Subtotal	442	100.000	3,061,857		3,061,857	1,981,765	5,043,622
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Total	442	100.000	$3,061,857		$3,061,857	$1,981,765	$5,043,622
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(A) Alloc basis: Number of Employees

        Source: Human Resources

	Total	DEPT.
		ADMIN
F&A ADMIN SVCS	$1,643,171	$1,643,171
F&A INFORM. SVCS	1,529,062	1,529,062
F&A PURCHASING S	832,997	832,997
F&A FINANCIAL SE	467,847	467,847
F&A TAX & REVENE	513,491	513,491
INSURANCE MGMT	57,054	57,054

Direct Billed

Total	$5,043,622	$5,043,622
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